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Approved For Release 2001/09/04 : CIA-RDP80-01826R000900040022-9

31 MAR 1955

MEMORANDUM TO: Chief, Regulations Control Staff

FROM: Executive Secretary, CIA Career Council

SUBJECT: Publication of special notice, "Procedure for Handling Notification of Membership in the Career Staff" *WIS 011 T*

1. The attached notice [redacted] which has been authenticated by Col. White, was part of a series of documents which have been concurred in by all of the members of the CIA Selection Board and CIA Career Council. There is attached a copy of the concurrence sheet with the typed in names of these persons and dates of signatures of these persons for your information and record. The original concurrence sheet is retained in the file of the CIA Career Council. You will note that Col. White made a couple of minor last minute changes in his handwriting in the copy of the notice which is attached, and he personally requested me to transmit this to you in its present form and not take the time to have it retyped, which is the reason for this somewhat unorthodox handling.

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2. You will note that the notice is for distribution "A". Since I will need approximately thirty additional copies of the notice every two months for transmission to the Heads of Operating Components as reminders along with the lists of members of the Career Staff which I will be sending to them, it is requested that an additional 200 copies of the notice be delivered to the undersigned in Room 2624, Curie Hall.

3. I cannot at this time advise you under what date the notice should be issued. I estimate 16 April but will confirm this to you later. The date of issuance is important only because of the desirability of synchronizing the issuance of this notice with the issuance of another, distribution "All Employees", which will be available the week of 4 April. This latter notice is on the Agenda of the Selection Board which meets on Friday, 1 April, and presumably will be approved at that time. It has already been approved by Col. White in principle.

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G COMP	OPI 22	TYPE 01
CLASS 5	PAGES 1	REV CLASS C
22	NEXT REV 2011	AUTH: HR 10-2

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CSS/ [redacted] vcd (31 Mar 55)

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